

Office of Enterprise Information Services

Section:	Enterprise Information Services
Unit:	Policy/Planning, Project Management and Acquisitions
Position Number:	065-620-1470-899
Classification:	Associate Information Systems Analyst (Specialist)
Date:	November 27, 2013

Supervision: Under the general supervision of the Policy/Planning, Project Management and Acquisitions (PPPMA) Section Chief, a Data Processing Manager IV, the Associate Information Systems Analyst (AISA) will serve as a team member for CDCR information technology (IT) Financial Management, Resource Management, Project Management, Portfolio Management and IT Governance related processes. At times, for specific PPPMA related initiatives, the AISA may also take direction from the Staff Information Systems Analyst, Specialist within the section. The AISA will participate in the management and support of the Department's Financial, Portfolio Management and IT Governance policies, best practices and processes – ensuring they align with various control agency requirements. The AISA will plan, design, and carry out assignments, given general direction by the manager.

Knowledge: The incumbent must possess general knowledge and proficiency regarding each of the PPPMA areas of responsibility – financial and portfolio management, as well as IT Governance best practices. The AISA must also have knowledge of information technology concepts, practices, methods and principles, with emphasis on those statewide IT policies, instructions, and guidelines administered by the California Technology Agency. In addition, the incumbent must possess knowledge and understanding of the phases of the Project Management industry trends, best practices, and standards. To be successful in this position, the incumbent must have an understanding of financial management and project management. Knowledge of financial management and Project Management Institute (PMI) or other generally accepted project management standards is required. The incumbent applies this knowledge to IT projects, initiatives, and maintenance and operations. The incumbent imparts this knowledge to project managers, managers, chiefs, and any/all CDCR staffs who desire to effectively practice portfolio and financial management principles. The incumbent must possess knowledge of the CDCR mission and business functions in order to take into account the larger business perspective.

Guidelines: The AISA must interpret and apply requirements, standards and guidelines for IT Portfolio and Financial Management reporting across the organization. Additionally, the incumbent will be responsible for developing, implementing, and maintaining policies, processes, and procedures in support of California Technology Agency requirements and generally accepted best practices for all PPPMA areas of responsibility.

Complexity: This position works at the journey level and requires continuing efforts to establish concepts, theories, or programs. The incumbent will be required to train/mentor EIS staff, management and customers in the use of Portfolio and Financial Management processes and methodologies. Additionally, the incumbent works closely with the Department's major stakeholders to align the IT.

Scope and Effect: The AISA participates in IT Financial and Portfolio Management consulting where the implementation of advice or plans has a significant impact on the organization's business success. The scope of work affects IT projects and EIS programs and the prioritization and management of all IT resources required to achieve the primary mission of CDCR. The systems developed via these projects and EIS programs are deployed to thousands of state and local law enforcement personnel, and provide data necessary for officer and public safety. They are also deployed to ensure the safe and secure housing of all the Department's inmates and wards and the safe and effective working environment of its staff.

Personal Contact: The AISA consults with or advises management, administrative and executive staff on the planning, development, implementation and coordination of IT issues. The incumbent frequently contacts program area staff, management, and executive management to provide oversight and adherence for portfolio and financial management deliverables. The

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incumbent communicates effectively verbally and in writing at the Control Agency, Department, and Division level. At this level, the incumbent is well organized and communicates effectively, verbally and in written form with peers in the CDCR as well as with external entities. The incumbent writes status reports, financial reports, and reviews products produced by IT staff throughout the department at levels from line staff to CDCR executive management. The incumbent also gives verbal presentations to customers and briefings to EIS and CDCR management.

Purpose of Contacts: In the normal course of work, the incumbent is expected to justify, defend, negotiate, and settle matters involving significant or controversial issues, communicating at the Control Agency, Department, and Division level.

Specific duties include, but are not limited to:

35%	Financial Management IT Coordinator	<ul style="list-style-type: none">• Prepare, coordinate and facilitate the preparation of EIS programs and IT projects financial management documentation.• Develop, lead and participate in the development and writing of various internal and external financial management reports.• Create and maintain a working environment that encourages mutual cooperation between EIS programs, IT projects and EIS staff.
30%	Monthly Budget Program Coordinator	<ul style="list-style-type: none">• Plan, manage, monitor and track EIS programs and IT projects financial plans and prepare required monthly financial reports.• Research and resolve budget and fiscal disputes.• Prepare and/or monitor status reports to ensure program and project spend plans are according to schedule and within the approved budget.• Monitor the progress of all CDCR IT acquisition requests to ensure alignment with portfolio resources. Escalate to CDCR executive management as appropriate.
25%	CDCR IT Portfolio and Financial Management Program	<ul style="list-style-type: none">• Develop and maintain policies, best practices and processes to be used by all Enterprise Information Services (EIS) managers and staff to effectively manage IT resource allocations, availability and assignment to all IT projects and operational workload.• Partner with the EIS Applications Maintenance and Support Unit, SharePoint/Web Solutions, and Business Information Systems (BIS) to ensure all business requirements for PPPMA are satisfied by the automated tools.• Review and interpret all CDCR EIS IT Resource and Portfolio Management practices for alignment with and support of any control agency policies and requirements.• Maintain a portfolio and financial management plan for EIS programs and IT projects.• Develop, convert, and retain all PPPMA, portfolio, and cost accounting information for active management of projects and EIS programs, as well as for historical purposes, per records retention cycles.• Provide and maintain timely and accurate portfolio, and financial information and reports for the organization's Enterprise Portfolio Management activities, including the ability to produce reports, as required, by all EIS stakeholders – EIS management and staff, CDCR executives, control agencies, etc.• Develop, implement, and apply performance metrics to evaluate the effectiveness of EIS programs and IT projects.
10%	Train and Mentor	<ul style="list-style-type: none">• Whenever and wherever possible, advocate the use of PPPMA best practices, including the systems and tools designed to support those best practices. This includes training EIS and CDCR management and staff in the use of the practices, templates and tools

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and the most valuable ways in which they can collect, store, use, and report on PPPMA data.

- Review and interpret current state IT portfolio and financial management policies, instructions and guidelines and advise executives and staff of any impact to CDCR practices.
- Develop, implement, deliver and maintain training curriculum to ensure policies, practices and processes are appropriately followed.
- Mentor CDCR personnel on the effective use of the PPPMA management processes.
- Participate in EIS Project Management Roundtable meetings for sharing lessons learned and various workshops and user groups related to best practices.

Employee: _____

Date: _____

Immediate Supervisor: _____

Date: _____